

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>CHAPTER 200 SUPPORT SERVICES</b>	<b>SUPERSEDES: IB 94-31 (12/05/94) IB 94-33 (12/05/94) AD 32-95(01/19/95)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 260 HOBBYCRAFT- HANDCRAFTED ITEMS AND EMPLOYEE SERVICES TEMP</b>	<b>EFFECTIVE DATE: 10/10/03</b>

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	<u>MANDATORY REVIEW DATE</u>	<u>10/10/04</u>

### **PURPOSE**

To establish regulations governing the supervision and management of hobbycraft and employee services.

### **AUTHORITY**

NRS 209.131

## **RESPONSIBILITY**

The Associate Warden of Operations (AWO) is responsible for the administration of the hobbycraft program within the institution/facility.

The institution/facility hobbycraft supervisor is responsible for the daily supervision of the hobbycraft program within the institution/facility.

Inmate Services Division is responsible for review, processing and posting of all hobbycraft deposits and the deposit and distribution of the Inmate Welfare Fund percentage.

Central Office Accounting is responsible:

- For the sale of employee ducats;
- The distribution of revenue generated upon the use of the ducats; and
- For the deposit of all monies received.

Department employees are responsible for the timely payment of any hobbycraft items purchased or employee services performed.

## **DEFINITIONS**

**BRASS SLIP** – The Inmate Account Transaction Request Form, DOC-509, by which inmates can access their individual account in the Prisoners Personal Property Fund (PPF).

**CONTRABAND** – Any item or article not authorized by departmental regulations, or in excess of the maximum quantity permitted, or which is received or obtained from an unauthorized source.

Any item or article that poses a serious threat to the security of an institution and ordinarily never approved for possession or admission into the institution and any item or article which may be, or has been authorized for possession at one time, but now is prohibited for possession due to health, fire, or safety concerns.

Any authorized property that has been altered.

**DEPARTMENT** – The Nevada Department of Corrections.

**DUCATS** – Books of coupons with various denominations used by Department staff, retirees and employees occupying office space in department locations for the purchase of hobbycraft items, employee services, and coffee shop/canteen purchases.

**EMPLOYEE SERVICES** – Services provided to Department employees by institutionally paid inmates using state owned equipment.

**EMPLOYEE SERVICES-TRADE SCHOOL** – Services provided to Department employees by inmates enrolled in programs established and operated by local school districts.

**FORMER EMPLOYEE** – For the purposes of this regulation is a person previously employed by the Department and terminated services with the Department in good standing.

**HOBBYCRAFT** – A program which provides inmates an opportunity for self-improvement, leisure time activities and supplemental income.

**HOBBYCRAFT-EMPLOYEE SERVICES** – Services provided by inmates to current, retired, Department employees and their immediate family members and employees occupying office space within the Department at the complete expense and risk of the purchaser.

**HOBBYCRAFT-HANDCRAFTED ITEMS** – Items made by inmates for the sale to employees or persons outside of the Department.

**HOBBYCRAFT RECEIPT** – The Form DOC-518 is the instrument used to record the inmate name and number commissioned to complete the craft item. The instrument will also be used to account for monies received in payment of the craft completed.

**INMATE WELFARE FUND (IWF)** – A budget account within a special revenue fund consisting of transfers from the Offenders' Store Fund (OSF) and other incidental revenue.

**OFFENDERS STORE FUND (OSF)** – The OSF is a special revenue fund consisting of revenues generated by proceeds from sales at the inmate stores and coffee shops, from hobbycraft sales, vending machine sales and commissions from pay phones.

**PRISONER'S PERSONAL PROPERTY FUND ACCOUNT** – The Prisoners Personal Property Fund Account (PPF) is a trust fund created for the deposit of all monies received by the inmates during incarceration. The individual inmate's account within the PPF is divided into three parts: (a) Trust Account (b) Trust 2 (Trus2) Account and (c) Savings Account.

## **APPLICABILITY**

This procedure applies to current or former Department employees; employees occupying office space in department locations, inmates and persons outside of the Department involved in the program and/or purchase of hobbycraft or employee services.

## **PROCEDURES**

### **260.01 HOBBYCRAFT-HANDCRAFTED ITEMS**

1.1 Where applicable, the Institution Wardens/Facility Managers:

1.1.1. Will designate a staff member as a hobbycraft supervisor.

1.1.2. May establish appropriate areas within the institution/facility for hobbycraft areas.

1.1.3 May establish a hobbycraft outlet for the sale of craft items to the public within the institution/facility.

1.1.4 Will develop detailed written procedures for their location based on these guidelines.

1.2 The hobbycraft supervisor will:

1.2.1 Identify inmates engaged in hobbycraft activities.

1.2.1.1 Inmates involved in hobbycraft must sign an Inmate Hobbycraft Agreement Form DOC-3523 wherein they are advised, that upon transfer or placement in disciplinary segregation for more than thirty days, all hobbycraft items must be shipped outside of the institution at the inmate's expense.

1.2.1.2 The agreement will further state that the Department of Corrections will not be held liable for lost or damaged hobbycraft items.

- Inmates in protective custody will be allowed access to hobbycraft programs with limitation for health/safety concerns.
- Inmates placed in segregation or austere housing will not participate in this program.

1.2.2 Obtain approval of incoming hobbycraft materials from an AWO/designee.

1.2.3 Secure dangerous hobbycraft materials/tools, and issue and retrieve these items as needed to approved inmates in accordance with established institutional procedures.

1.2.3.1 Hobbycraft materials/tools should be separate from other property.

1.2.4 Ensure that inmates involved in hobbycraft activities have a secure locker/container in which to store hobbycraft tools and materials when not being used.

1.2.5 Ensure up-to-date inventories of craft tools are maintained in the hobbycraft container/locker and in hobbycraft file.

1.2.5.1 Files should include, in addition to craft tool inventory, record of materials purchased and a package log for outgoing package sales that includes the date, to whom sold and amount.

1.2.5.2 Require duplicate keys of all locks used by inmates to secure hobbycraft containers/lockers.

1.2.5.3 Inventory the hobbycraft outlet and/or review transaction documents monthly.

1.2.6 Supervise inmates assigned to hobbycraft activities and conducting random searches as designated by institutional procedures.

1.3 Fifteen percent (15%) of all monies derived from hobbycraft transactions will be given to the Inmate Welfare Fund.

1.3.1 A charge of fifteen percent (15%) for IWF is added to the asking price (inmate spendable) of all items not listed on the standardized price list.

Example:	Price of the Item	= \$10.00
	IWF (times 15%)	= 1.50
	Total Price of item	= \$11.50

1.4 Each inmate will be allowed to keep up to \$200.00 of hobbycraft items, which include completed or uncompleted items as designated by institutional procedures.

1.5 The hobbycraft supervisor will process hobbycraft monies in the following manner:

1.5.1 The hobbycraft supervisor or other designated staff member will account for monies received from hobbycraft outlets through the use of a Hobbycraft Receipt Form DOC-518.

1.5.2 Outlying camps will send all money orders and ducats received to Inmate Services using the Form DOC-518.

1.5.2.1 The white and yellow copies are to be submitted to Inmate Services.

1.5.2.2 The pink copy is to be given to the inmate.

1.5.2.3 The green copy is to be placed in the hobbycraft supervisor's file.

1.5.2.4 The goldenrod copy is given to the customer.

1.5.3 LCC, ESP, SDCC, and HDSP will make their own deposit of monies received for hobbycraft.

1.5.3.1 Yellow copies of the validated deposit slip along with the white and yellow copies of Form DOC-518 will be forwarded to Inmate Services for posting.

1.5.3.2 The pink, green and goldenrod copies are dispersed as noted in 1.6.2 above.

1.5.3.3 All ducats from sales will be forwarded to Inmate Services.

1.5.4 Institutions in the Carson City area will require items to be paid for at Inmate Services using Form DOC-518.

1.5.4.1 The white and yellow copies are to be submitted to Inmate Services with the money order or ducats.

1.5.4.2 The pink copy is to be given to the inmate.

1.5.4.3 The green copy is to be placed in the hobbycraft supervisor's file.

1.5.4.4 The goldenrod copy is given to the customer.

1.6 The hobbycraft supervisor will turn in all monies and appropriate receipts to Inmate Services at least once each week and more often if large numbers of transactions have taken place.

1.6.1 LCC, ESP, SDCC, and HDSP will follow this same time frame for deposits.

1.7 No hobbycraft tickets are to be posted at the institution/facility. All postings to the inmate accounts will be done in Inmate Services.

1.8 Hobbycraft transactions between inmates are strictly prohibited.

1.9 Hobbycraft production for commercial use is strictly prohibited.

1.10 The inmate will purchase all hobbycraft supplies.

1.10.1 The AWO/designee must approve all vendors the inmate is purchasing hobbycraft supplies from.

1.10.1.1 Inmates will submit a brass slip with a stamped, addressed envelope to Inmate Services.

1.10.1.2 The brass slip must be made payable to the Company the inmate is purchasing from.

1.10.1.3 The brass slip must be filled out completely, signed by the inmate, and signed by the authorized signer of brass slips.

1.10.1.4 Inmate Services will issue a check to the vendor from the inmate's individual account in the Prisoner's Personal Property Fund (PPF).

1.10.1.5 If the inmate has non-sufficient funds in their individual account, the brass slip will be returned to the inmate marked "NSF".

1.10.2 No hobbycraft supplies will be purchased through the canteen.

1.10.2 All packages received by the inmate containing hobbycraft supplies must be inspected thoroughly by the hobbycraft supervisor prior to giving supplies to the inmate.

1.11 Inmates may be allowed to send from the institution up to two (2) hobbycraft items per month at their own expense as gifts.

1.12 No state owned equipment or material is used to provide the service/product.

## **260.02 HOBBYCRAFT-EMPLOYEE SERVICES**

1.1 Employee Services are considered to be hobbycraft when an inmate completes the service and all costs incurred are at the employee's expense. **(3-4428)**

1.1.1 Examples may include, but are not limited to, car wash, mending, auto shop, etc.

1.1.2 The Department assumes no liability for hobbycraft-employee services.

1.2 The inmate and the employee must sign an Employee Service/Hobby Craft Agreement DOC-3522 prior to the beginning of the work.

1.2.1 The Associate Warden of Operations must approve this agreement prior to any work being completed.

1.3 Current or retired employees of the Department and members of their household may receive employee services. Employees occupying office space in Department locations and their household are also eligible to receive these services.

1.3.1 Employees will be responsible for the following:

1.3.1.1 Ensuring items brought to the Department for service contain no personal items or contraband.

1.3.1.2 Supplying all material is necessary to complete the requested services offered.

1.3.1.3 Complete a Hobbycraft Agreement Form DOC-3522, if applicable, the the Associate Warden of Operations must approve this agreement.

1.3.1.4 Will be responsible for paying for any special ordered items in a timely manner.

1.4 A charge of fifteen percent (15%) is added to the standardized price list and will be transferred to the IWF by Inmate Services.

1.4.1 If the service is “Hobbycraft-Employee Service”, IWF charges must be included in which case, the total price of the item must be calculated to the nearest five cents (\$.05) because ducats are sold in increments of \$.05.

Example:

Price of the Item	=	\$ 1.25
IWF (times 15%)	=	.19 (\$1.25 x 15% = \$.144 however, ducats are sold in increments of \$.05)
Total Price of item	=	\$ 1.44
Actual Price of Items	=	\$1.45

1.4.2 Complete the Form DOC-518 form in the following manner:

Inmate Spendable	=	\$ 1.25
IWF	=	.20
Total	=	\$ 1.45

1.5 Bartering is not allowed.

1.5.1 An inmate cannot perform a hobbycraft service in trade for another service or a tool or other tangible item(s).

1.5.2 All hobbycraft must be paid monetarily.

1.6 A listing of all hobbycraft activities at each institution/facility will be submitted to the Assistant Director of Operations for approval.

1.7 Services provided which utilize state-owned equipment and/or materials not specifically set aside for hobbycraft, are not considered hobbycraft programs.

1.8 The Department will incur no liability for any lost or damaged inmate hobbycraft items.

1.9 The inmate does not receive institutional payroll for this activity or receive sentence credits.

### **260.03 EMPLOYEE SERVICES—TRADE SCHOOL/VOCATIONAL ACTIVITIES**

1.1 Services provided by inmates enrolled in programs established and operated by local School Districts. **(3-4428)**

1.1.1 Example may include, but is not limited to, the auto shop at NNCC or the wood shop at LCC.

1.2 Current or retired employees of the Department and members of their household may receive employee services. Employees occupying office space in department locations and members of their household are also eligible to receive these services.

1.2.1 Employees will be responsible for the following:

1.2.1.1 Ensuring items brought to the Department for service contain no personal items or contraband.

1.2.1.2 Supplying all materials necessary to complete the requested services offered.

1.2.1.3 Complete the Hobbycraft Agreement Form DOC-3522, prior to activities (if applicable). The Associate Warden of Operations must approve this agreement.

1.3 Services are provided generally using equipment owned by the School District or the Department.

1.4 Inmates enrolled in School District programs receive no payment for the services provided.

1.5 The Department assumes no liability for employee services-trade/vocation activities.

#### **260.04 FINANCIAL ASPECTS OF HOBBYCRAFT AND EMPLOYEE SERVICES**

1.1 The Assistant Director of Support Services/designee shall establish prices for all employee services offered. **(3-4428)**

1.1.1 Prices charged for employee services should be evaluated on a continuing basis, but no less than annually.

1.1.2 Prices are subject to change without prior notice.

1.1.3 A general listing is outlined in the Standardized Price List DOC-1593.

1.2 A listing of all services offered at each institution/facility should be posted in appropriate locations within the Department.

1.2.1 The listing should include the current prices to be charged for each service offered.

1.3 Employee services rendered will be paid in ducats at the institution/facility where the services are performed (haircuts, car wash, alterations, mending etc.).

1.4 Prison Industries will not be paid with ducats. Employees must contact Prison Industries' staff for proper procedures and payment methods for Prison Industries' services.

1.5 The Assistant Director of Support Services will approve the price of coupon books.

1.5.1. All book sales of trade coupons will include the price of printing the coupon books.

1.5.2 Value and denominations of trade ducats will be determined based on current prices of services.

1.6 All money from ducat sales collected by Central Office Accounting in excess of face value will be separately accounted for to pay the cost of printing the ducats.

1.7 Department employees will be responsible for paying for any special ordered items in a timely manner.

1.8 Hobbycraft items purchased by someone other than a Department employee, whether residing in the state of Nevada or not, must pay for the hobbycraft item with a money order.

1.9 Personal checks will not be accepted for any hobbycraft purchase or employee services.

1.10 No hobbycraft item or employee services may be picked up until it is paid in full.

1.11 Multiple purchases of the same type, totaling \$20.00 or more, may be combined and paid by a single money order.

1.12 Payments for items on the Standardized Price List DOC-1593 such as dry cleaning, laundry, etc. must never be combined with hobbycraft payments.

1.13. Under no circumstances will cash be accepted for any hobbycraft item or employee service.

1.14. All sales are final.

## **260.06 SPECIAL PROGRAMS**

1.1.1 Special programs such as inmate art shows shall require written special procedures prior to the sale of these items.

1.1.1 The written procedures shall outline both security and fiscal issues. Fiscal issues will include at a minimum, procedures on the collection of the sale proceeds, deposit of the sale proceeds, receipt to the inmate and crediting of the sale proceeds to the inmates account after appropriate deductions for contribution to the Inmate Welfare Fund.

1.1.2 The Assistant Director of Operations will approve the security issue whereas the Assistant Director of Support Services/designee will approve the fiscal issues. Both approvals shall be obtained on the written procedure before the vent can proceed.

## REFERENCES

ACA Standard 3-4428

## ATTACHMENTS

Inmate Account Transaction Request DOC-509  
Sales to Staff Log Sheet DOC-512  
Hobbycraft Receipt DOC-518  
Employee Service/Hobbycraft Agreement DOC-3522  
Standardized Price List DOC-1593  
Inmate Hobbycraft Agreement DOC-3523

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Jackie Crawford, Director

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Date

**CONFIDENTIAL**

        
Yes

XX  
No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**